

Session and Paper Format

SESSION FORMAT: The format for each **105-minute session** is as follows:

	<u>Sessions with 4 presenters</u>	<u>Sessions with 5 presenters</u>
Introductions	About 5 minutes by Chair	About 5 minutes by Chair
Presenter #1	20 minutes	18 minutes
Presenter #2	20 minutes	18 minutes
Presenter #3	20 minutes	18 minutes
Presenter #4	20 minutes	18 minutes
Presenter #5	N/A	18 minutes
Open floor discussion	About 15-20 minutes	About 10 minutes

PAPER FORMAT: To ensure all papers have a uniform appearance, please use these formatting instructions when preparing your paper. We will publish your paper exactly as you submit it to FCSM.

Please submit your final paper to fcsm.conf@gmail.com by **February 27, 2016** to have your paper posted in the conference proceedings on the FCSM Web site, <http://fcsm.sites.usa.gov/reports/research/>.

LANGUAGE: Papers must be written in English.

PAPER LENGTH: No restrictions.

FORMAT: PDF

TYPOGRAPHIC REQUIREMENTS: (Sample attached – see the next page)

Font type:	Times New Roman
Font size:	16 pt. - paper title 12 pt. - author's name(s) 10 pt. - author affiliation and organization address 10 pt. - headings, sub-headings, and text
Font style:	Paper title and author name – Use bold font and center Heading – use bold font Text – use normal font
Case:	Upper and lower-case letters for all headings and text
Margins:	1" margins
Line spacing:	Single
Paragraph format:	No initial indent and use a blank line between paragraphs

Title of Paper in 16 pt.

Author name(s) in 12 pt.

Author Affiliation(s) in 10 pt.

Author Organization Address(es) in 10 pt.

Heading 1

This is an example of how your paper should be formatted. All text should be 10 point Times Roman.
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Heading 2

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Heading 3

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References